

LARRAKEYAH PRIMARY SCHOOL OSHC

FEE POLICY

Policy Statement

We aim to provide a quality service which is affordable to all within the community. Fee levels will be set by Management each year on completion of an annual budget and according to the Service's required income.

Setting Fees

Fees are to be set on an annual basis by Management, based on the annual budget and ensuring that the required income will be received to run the service proficiently and allow for future needs.

Fees

The fees for After School Care (ASC) are as follows:

Casual 1-2 days a week	- \$35 per day
Part Time 3 days a week	- \$98.01 per week
Full Time 4-5 days a week	- \$98 per week

The fees for Vacation Care (VAC) are as follows:

Casual 1-3 days a week	- \$75 per day
Full Time – 4-5 days a week	- \$250 per week

Late Fee

A 'Late Pickup Fee' as set by Management will be charged when any parent or authorised person collects their children after the Service's closing time (See Hours of Operation Policy). Larrakeyah Primary School OSHC reserves the right to charge Parents/Guardians an upfront fee of \$25 and an additional fee of \$1 a minute for each occasion their child is picked up late.

Excursion and Incursion Fees

There is a surcharge per student, for each excursion and incursion, for cost recovery. The excursion and incursion fee will be added to the parent/guardian's SmartCentral balance.

Lunch Fees

The service reserves the right to charge a daily fee of \$5 per child when lunch is not provided by parents, while attending Vacation Care.

Payment of Fees

Larrakeyah Primary School OSHC accounts must be paid two weeks in advance at all times.

- The preferred method of payment is via direct debit utilising ChildCare EasyPay. A direct debit application can be sent to the parent/guardians upon request.
- Direct debits are processed fortnightly on a Friday. It is the parents/guardian's responsibility to ensure there is adequate money in their account to cover fees. In the case of a declined payment, the full amount must be made prior to the next payment date.

Once a fortnight, parents will receive the previous fortnights' invoice/statement of usage details via email. It is anticipated that this invoice is paid within seven days of receiving the statement.

The following methods of payment are accepted by the Service:

- Eftpos Transaction
- Phone Payment
- Direct Debit
- Electronic Bank Transfer

Two weeks' notice in writing must be given to alter or cancel bookings, due to illness and/or holidays. If this is not adhered to, the service reserves the right to charge normal fees for this period.

Parent Entitlements for Fee Assistance

The Service is approved to offer Child Care Subsidy (CCS) to eligible families. This subsidy is paid to the Service unless otherwise instructed by the parent (e.g. Lump Sum Payments). Families must apply for CCS through Centrelink and this can take many weeks. Once a family has been approved for CCS, they must provide their CRN details so the Complying Written Agreement (CWA) can be setup in the CCS system. Once the CWA has been setup, the parent must login to the Centrelink Online Services portion of MyGov, select Child Care Subsidy, then select Enrolments, and confirm each child's enrolment and CWA details by clicking the actions button.

Overdue Fees

Any Parent/Caregiver with an outstanding account balance will be contacted via phone in the first instance, with a follow up email, to organise a mutually agreeable method and date of payment. All exchanges will be documented in the Parent Outstanding Contributions Excel spreadsheet.

In consultation with the OSHC Sub-Committee and Nominated Supervisor, failure to pay the balance by the agreed upon date may result in the child's booking being cancelled.

Any cancelled booking will only be reinstated once payment is received in full.

Should a situation occur in which a booking is cancelled more than twice due to non-payment of fees, the family's enrolment at the Service may be terminated. The enrolment may only be reinstated when full payment is received and all documents registering the family with a direct debit payment system are completed.